WHAT I LEARNED IN CHAPTER 9

I learned to use the computer for many usful activities in Chapter 9. I learned to arrange reports in a standard format and the MLA format. This will be very useful for me when I right reports for my classes. In addition, I learned to use basic features of a word processing program. Here are some of the features I learned in this course.

While I have used a word processor before, I now no I have not always used it in the best way. What I’m learning in this course will help me prepare better reports because I’m learning to edit and format my reports correctly. Also, by doing the activities I get to practice my input skills so I can write my reports fster.